

Local Government e-Claims (LGeC)

User Application Instructions

- 1) The first part is the ***SCO External Organization eService Agreement***, which is signed by the CFO or signing officer. This is an agreement with your organization and the SCO.
- 2) The second part is the ***SCO External User eService and Information Use Agreement***, which should be completed and signed by each **potential user** of LGeC. For example, if there were two preparers and a submitter, send three of these forms completed and signed by each user.
- 3) The third and final part of the application is the ***SCO External User eService Access Status Request***. This section is also signed by the CFO or signing officer. Essentially this document is a summary listing of all the users on your staff and their user roles. Please include all of your organization's LGeC users.

*Make and keep copies of these documents for your records and submit the original copies to the State Controller's Office.

Please Mail to:

State Controller's Office
Division of Accounting and Reporting
Local Government e-Claims
3301 C Street, Suite 503
Sacramento, CA 95816